

BYLAWS  
NATIONAL PAN-HELLENIC COUNCIL  
EAST TENNESSEE STATE UNIVERSITY  
*Revised 4.26.2018*

**CONSTITUTION**

**PREAMBLE**

We, the members of historically Black Greek letter organizations of East Tennessee State University, recognizing the need for coordination and cooperation in activities of intercollegiate Greek letter fraternities and sororities, and recognizing that there are certain areas of action and programming that can best be carried out by the joint efforts of all such organizations, and believing that these needs can best be realized by formal organizations, do hereby establish such an organization as deemed by the National Pan-Hellenic Council, Inc. and bind ourselves to abide by the provisions of the following constitution and by-laws.

**ARTICLE I: NAME**

The name of this organization shall be the National Pan-Hellenic Council, Inc. at East Tennessee State University (NPHC).

**ARTICLE II: OBJECT**

The object of NPHC shall be "Unanimity of thought and action as far as possible in the conduct of Greek letter collegiate fraternities and sororities and to consider problems of mutual interest to its member organizations."

**ARTICLE III: PURPOSE**

The purpose of NPHC shall be to:

1. Create and maintain high standards in the life of fraternities and sororities.
2. Perpetuate constructive fraternity and sorority relationships
3. Foster an understanding of the structure and method of operation among the affiliate organizations.
4. Address, coordinate, and develop action strategies on matters of mutual concern to affiliate organizations.
5. Serve as the channel for such action plans as may be developed.

**ARTICLE IV: MEMBERSHIP**

Section 4.01: Membership in EAST TENNESSEE STATE UNIVERSITY NATIONAL PAN-HELLENIC COUNCIL shall include Alpha Phi Alpha Fraternity, Inc. (1906), Alpha Kappa Alpha Sorority, Inc. (1908), Kappa Alpha Psi Fraternity, Inc. (1911), Omega Psi Phi Fraternity, Inc. (1911), Delta Sigma Theta Sorority,

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Inc. (1913), Phi Beta Sigma Fraternity, Inc. (1914), Zeta Phi Beta Sorority, Inc. (1920), Sigma Gamma Rho Sorority, Inc. (1922), and Iota Phi Theta Fraternity, Inc. (1963).

Section 4.02: Each historically Black Greek Letter Organization must hold membership in the NPHC in order to function as a campus organization. Inactive or suspended organizations are considered ex-officio members of the Council.

Section 4.03: Each member organization shall have one undergraduate chapter representative, of which has voting power. During general meetings of the NPHC, failure of any member organization to provide a voting representative constitutes a forfeiture of voting privileges at the meeting. See addendum for other member organization attendance policies.

Section 4.04: There shall be two classes of membership: regular and associate.

(a) A regular member of the NPHC is any chapter, which is currently recognized by East Tennessee State University and the NPHC.

(b) An associate member of the NPHC shall be any fraternity/sorority chapter, which is chartering or reactivating following proper university protocol.

**ARTICLE V: RATIFICATIONS AND AMENDMENTS**

This constitution shall be ratified every year by a majority vote by the voting members of NPHC. This constitution may be amended by a majority vote of the voting members of the NPHC provided notice of the proposed amendment has been given in writing at the preceding meeting.

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**ARTICLE I: FINANCE**

- Section 1.01: Local Membership Dues:
- (a) The dues of each NPHC shall be established at \$10.00 per member per semester and a one-time \$10.00 new membership fee.
  - (b) The dues of each NPHC organization shall be payable by the second regular NPHC meeting of each semester.
  - (c) The dues for new chapter members shall be payable by the second regular NPHC meeting of the semester following their initiation.
- Section 1.02: National Annual Dues:
- (a) The NPHC shall pay annual dues as established by the General Convention.
  - (b) All regular dues and assessments are due in the office of the Financial Secretary by January 1 of each year and are subject to a late fee if received after February 15.
- Section 1.03: Fines:
- (a) Dues for current chapter members to the NPHC must be paid no later than the third regular meeting of each semester, after this time a \$25.00 late fine will be assessed. The delinquent member organization will lose its vote until both dues and late fines are paid.
- Section 1.04: Reimbursements:
- In order to receive a reimbursement from the NPHC, a voucher must be completed with the original receipt attached and the purchase must be pre-approved by the President. All vouchers must be signed by the Treasurer and approved by the President. Receipts for pre-approved purchases must be presented at the next general meeting of the NPHC and prior to receiving a reimbursement from NPHC.
- Section 1.05: Payments:
- All payments due to the NPHC shall be given to the Treasurer, who shall record them. Checks for payments shall be made payable to the NPHC. There will be a \$15.00 fee for returned checks. NPHC will not hold checks more than two weeks.
- Section 1.06: Checks:

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All checks issued on behalf of the NPHC shall be signed by the Treasurer and approved by the President in consultation with the NPHC advisor(s).

- Section 1.07:       Audit:  
The NPHC account will be audited at the end of the university fiscal year, June 30.
- Section 1.08:       Funds generated by NPHC sponsored events: NPHC functions as any other student organization. All proceeds from NPHC sponsored events and fundraisers shall be deposited into the NPHC banking account. Under no circumstances should funds be distributed to any individual member organizations unless in the form of a reimbursement.

**ARTICLE II: MEETINGS**

- Section 2.01:       At the beginning of each semester, at the first called meeting, the NPHC will decide upon a place, day, and time for regular general meetings.
- Section 2.02:       Special meetings may be called at the discretion of the President of the NPHC. Notification of any such meeting must be given to each member organization president by e-mail by the Vice-President of the NPHC no less than 48-hours before the special meeting. The notice must state time, place, and reason for the meeting.
- Section 2.03:       Normal meetings shall be held bi-weekly during the academic year.
- Section 2.04:       Quorum for conducting business shall be two-thirds of the total voting membership.
- Section 2.05:       The Advisor's, or his/her designee's, presence is deemed necessary, and all meetings, emergency and regularly scheduled, cannot and will not be held without the Advisor and/or designee present. Operating otherwise will deem all discussions and operations of the meeting invalid and will be dismissed.
- Section 2.06:       "Roberts' Rules of Order, Revised" will govern the conduct of meetings, which will be enforced by an appointed Parliamentarian, and provide the basis for rulings on by-laws and regulations of the NPHC.
- Section 2.07:       Fines:  
(a) Each organization must have a delegate present at each regularly scheduled meeting. Any organization without representation after 10 minutes to the start of the meeting shall receive a \$5 fine. The member organization cannot participate in any scheduled meeting until the fine is paid in full.

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- (b) Any organization that has two consecutive "no shows" at regular scheduled meetings shall receive a \$20 fine. The member organization cannot participate in any scheduled meeting until the fine is paid in full.
- (c) Special or called meetings that have a 48-hour or more notice shall be treated as a regular meeting.
- (d) Any fines due to attendance that are not resolved by the second consecutive meeting shall result in the loss of votes for that organization.
- (e) All fines are subjected to the Advisor as well. As stated, the Advisor must be present, on time, and participating just as council members are expected to be.

**ARTICLE III: OFFICERS**

- Section 3.01: The elected officers of the NPHC will be the President, Vice-President, Secretary, and Treasurer. The appointed officers shall be Parliamentarian, Service Chairperson, and Social Chairperson.
- (a) President and Vice-President cannot hold respective office for more than one consecutive year.
- Section 3.02: The Officers of the Council will be elected/appointed during the last full month of the spring semester. Officers shall assume their duties upon appointment.
- (a) The announcement calling for nominations shall be made at the meeting prior to the last full month of the spring semester.
  - (b) Nominations will be made at the first meeting of the NPHC of the last full month of the spring semester.
  - (c) Only those present may accept a nomination unless the nominee provides a written acceptance letter to be presented at the time of their nomination.
  - (d) Election of officers shall take place at the 2<sup>nd</sup> general meeting of the NPHC of the last full month of the spring semester.
  - (e) The 2<sup>nd</sup> general meeting of the last full month of the spring semester shall include officer transition and installation, with exiting officers serving as a guide to new officers during the course of the general meeting.
- Section 3.03: The order of succession to the office of President in the absence of the President at meetings, functions, etc. shall be Vice-President, Secretary, and then Treasurer.
- Section 3.04: In the event that any member of the Council should resign, be suspended, or expelled from the NPHC, their office will be filled at the discretion of the Executive Committee in one of the following ways:

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- (a) By general election.
- (b) By selection of the Executive Committee followed by the ratification of the majority of members present of the NPHC.

Section 3.05: In order to qualify as a candidate for NPHC office, other than the President or Vice-President, the person must be an active member of an individual member organization for a minimum of one semester prior to the term of office pending on membership.

**ARTICLE IV: DUTIES OF ELECTED OFFICERS**

Section 4.01: **President shall:**

- (a) Have overall responsibility for the operation of the NPHC.
- (b) Call and preside at all regular and special meetings of the NPHC.
- (c) Call and preside at all meetings of the NPHC Executive Committee.
- (d) Review, approve, and sign all NPHC contracts in consultation with NPHC advisor(s).
- (e) Serve as ex-officio member of the NPHC unless there is a tie. In this instance the President will be the deciding vote
- (f) See that all NPHC projects and activities are efficiently carried out.
- (g) Serve as the chief spokesperson for the NPHC and represent the NPHC on any official matters to the administration, Board of Trustees, or other governing agencies of East Tennessee State University.
- (h) Maintain a complete and up-to-date president's notebook or file which will include a copy of the current NPHC Constitution, Bylaws and Standing Rules; current correspondence; the current budget statements; and other pertinent materials.
- (i) Have a working knowledge of the NPHC Constitution and Bylaws.
- (j) Serve as member of the Executive Committee.
- (k) Perform all other duties deemed necessary for this office.
- (l) Must maintain a 2.5 cumulative grade point average.

Section 4.02: **Vice President shall:**

- (a) Perform the duties of the President in his/her absence, inability to serve, or upon request (this should not affect the election for the following year).

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- (b) Shall aid the President in ensuring all NPHC functions and activities are efficiently carried out.
- (c) Assume duties of appointed officers in conjunction with the Executive Committee should there be no appointed office, temporary or permanent leave.
- (d) Shall serve as the NPHC liaison to member organization Presidents and attend joint meetings of IFC and NPC.
- (e) Inform member organizations of special called meetings.
- (f) Serve as the Chair of the Judicial Committee (see other duties under Article VII, Section 7.01).
- (g) Have a working knowledge of the NPHC Constitution and Bylaws.
- (h) Serve as a member of the Executive Committee.
- (i) Perform all other duties deemed necessary for this office.
- (j) Must maintain a 2.5 cumulative grade point average

Section 4.03:

**Secretary shall:**

- (a) Keep an up-to-date roll of the members of the NPHC and their authorized representatives to the Council.
- (b) Keep current statistics concerning the number of initiated and new members of each NPHC member organization.
- (c) Keep full minutes of all meetings of the NPHC and a record of all action taken by the Executive Committee. Minutes should be typed and copies should be distributed to each member organization president, NPHC advisor(s), and all Executive Committee members.
- (d) Maintain a complete and up-to-date file which will include the minutes of the general meetings of the NPHC from the date of its organization; copies of all contracts made by the NPHC; and current correspondence.
- (e) Be responsible for the official correspondence of the NPHC unless provided for otherwise.
- (f) Be responsible for seeing that all NPHC records are maintained in an up-to-date condition.
- (g) Be responsible for providing information on Chapters and their members to the Director of Fraternity and Sorority Life.

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- (h) Perform the duties of the Vice President in his/her absence, inability to serve, or upon request (this should not affect the next election year if holding office).
- (i) Keep and assemble a scrapbook and up-to-date presentations as needed.
- (j) Ensure that all members have a current copy of NPHC history, Constitution and Bylaws.
- (k) Meet with President prior to general meetings and type the agenda.
- (l) Have a working knowledge of the NPHC Constitution and Bylaws.
- (m) Serve as a member of the Executive Committee.
- (n) Perform all other duties deemed necessary for this office.
- (o) Must maintain a 2.5 cumulative grade point average.

Section 4.04:

**Treasurer Shall:**

- (a) Be responsible for the general supervision of the finances of the NPHC.
- (b) Receive all payments due to the NPHC, collect all dues, and give receipts. When counting any funds dealing with the NPHC and additional member of the Executive Committee should be present.
- (c) Maintain receipts, a log of disbursements, and all other pertinent documents.
- (d) Notify member organizations of fines and collect them.
- (e) Be responsible for the prompt payment of all bills of the NPHC.
- (f) Maintain up-to-date itemized financial records, give a typed financial report at each regular meeting of the NPHC and provide copies for all member organization Presidents, NPHC advisor(s), and all members of the Executive Committee. Provide an annual report at the close of each term of office supported by pertinent documentation and receipt.
- (f) Have a working knowledge of the NPHC Constitution and Bylaws.
- (g) Serve as a member of Executive Committee.
- (h) Perform all other duties deemed necessary for this office.
- (i) Must maintain a 2.5 cumulative grade point average.

**ARTICLE V: DUTIES OF APPOINTED OFFICERS AND COMMITTEE CHAIRS**

Section 5.01:

**Parliamentarian shall:**



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- (a) Have a working knowledge of NPHC Constitution and bylaws. Annually review and revise the Constitution of the NPHC as deemed necessary.
- (b) Maintain order and address all questions of procedures in NPHC meetings and enforce the most current version of Robert's Rules of Order.
- (c) Serve as a member of Executive Committee.
- (d) Perform all other duties deemed necessary for this office.
- (e) Must maintain a 2.5 cumulative grade point average.

Section 5.01: **Service Chairperson shall:**

- (a) Plan and organize fund-raising and service functions and activities for the NPHC except for functions or activities scheduled during Homecoming.
- (b) Maintain a record of each member organization chapter member's attendance at NPHC sponsored service functions and activities. Maintain a record of volunteer hours performed by NPHC.
- (c) Serve as a member of the Executive Committee.
- (d) Perform all other duties deemed necessary for this office.
- (e) Must maintain a 2.5 grade point average.

Section 5.02: **Social Chairperson shall:**

- (a) Plan and organize all social functions and activities for the NPHC except for functions and activities scheduled during Homecoming. Handle all publicity and public relations for the NPHC.
- (b) Maintain a record of each member organization chapter member's attendance at social functions and activities.
- (c) Provide an update for while planning for upcoming events at Executive Committee and general meetings.
- (d) Following any function or activity, provide a report to NPHC members at the next general meeting to maintain a record of each organization's chapter member's attendance at social functions and activities and to report on the event.
- (e) Serve as member of Executive Committee.
- (f) Perform all other duties usually pertaining to this office.
- (g) Must maintain 2.5 overall grade point average.

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**ARTICLE VI: EXECUTIVE COMMITTEE**

- Section 6.01: The Executive Committee shall consist of all elected and appointed officers.
- Section 6.02: The chair of the committee shall be the President of NPHC.
- Section 6.03: The Executive Committee shall have the responsibility for filling the three appointed offices of Parliamentarian, Service Chairperson and Social Chairperson, and in making these appointments, equal representation of member organizations should be considered.
- Section 6.04: Appoint all special committees and their chairpersons and, in making these appointments, equal representation of member organizations should be considered.
- Section 6.05: Administer routine business between meetings of the NPHC when advisable and such other business as has been approved for action by an NPHC vote.
- Section 6.06: Any officer may be dismissed after receiving just warning from President and NPHC advisor(s) for failure to perform those duties assigned to their office as stated in the NPHC Bylaws. The Executive Committee is responsible for making the final decision concerning all matters of officer dismissal. Any officer dismissed from the Executive Committee can no longer serve as a voting member.
- Section 6.07: Each officer of the Executive Committee is allowed no more than three absences from Executive Committee meetings and three absences from regularly scheduled NPHC meetings during a semester. Any further absence will result in a warning in addition to a review by the Executive Committee concerning reasons for absences. It is at the discretion of the Executive Committee as to whether the officer shall remain in office.

**ARTICLE VII: COMMITTEES**

- Section 7.01: Judiciary Committee:
- (a) The Judiciary Committee shall be the judicial branch of the NPHC.
  - (b) The Judiciary Committee shall be made up of the President from each member organization and shall have one vote in matters of the Judicial Committee only.
  - (c) Each President's name must be submitted to the Secretary at the beginning of that person's term.
  - (d) One regular alternate may be selected by the member organization to sit in place of the President. This is the only person who may serve in the

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absence of the President. No other alternate is accepted as a replacement. The alternate's name must be given to the Secretary at the beginning of each semester.

- (e) The Vice-President of NPHC shall be the chair of the Judiciary Committee, schedule Judiciary Committee meetings and hearings, and approve all necessary witnesses at Judiciary Committee hearings. The Vice-President shall serve as an ex-officio member of the Judiciary Committee with voting privileges only in the case of a tie.

- Section 7.02: The Bylaws Committee shall be made up of the Executive Committee and chaired by the Parliamentarian.
- Section 7.03: The Service Committee shall be made up of at least one representative from each member organization and chaired by the Service Chairperson.
- Section 7.04: The Social Committee shall be made up of at least one representative from each member organization and chaired by the Social Chairperson.
- Section 7.05: The Executive Committee shall appoint all special/ad hoc committees and their chairpersons. In making these appointments, the Executive Committee should consider equal representation of member organizations.

**ARTICLE VIII: VIOLATIONS**

- Section 8.01: The Judiciary Committee shall hear all infractions of this Constitution and Bylaws.
- Section 8.02: All cases heard before the Judiciary Committee will follow due process procedures consistent with the Tennessee Board of Regents Policy number 3:02:01:00 (Policy Insuring Student Due Process Procedure).
- Section 8.03: If necessary, sanctions and decisions made by the judiciary committee may be appealed to university judicial board.

**ARTICLE IX: HAZING**

All forms of hazing, i.e., pledge day and/or pre-initiation activities which are defined as hazing, shall be banned. Paragraph 3(4) of the Tennessee Board of Regents policy on Student Organizations (No. 3:01:01:00):

No student organization or individual shall engage in or condone any form of hazing. Hazing shall include, but is not limited to: any action taken, or situation created intentionally, to produce mental or physical discomfort, embarrassment or ridicule; any form of verbal or physical harassment or abuse; and engaging in public stunts, morally degrading or humiliating behavior or games, whether on or off campus. Excessive demands on a student's time so as to interfere with academic performance are prohibited. Threatening in any manner or form for the purpose of

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cajoling individuals into secrecy in regard to breaches (planned, threatened, attempted, or perpetrated) of hazing violations also is prohibited. Hazing activity, which is in violation of any other institution or school regulations such as the misuse of alcohol, drugs, school property, etc., is strictly forbidden.

**ARTICLE X: PARTIES**

- Section 10.01: Each hosting or attending member organization is a liable party for any damages resulting from incidents occurring as a result of or during said party.
- Section 10.02: In the event two or more member organizations request the same party date precedence will be given to the member organization with the highest overall GPA ranking.
- Section 10.03: The National Pan-Hellenic Council at will not host a function involving alcohol without first purchasing insurance to cover the organization, its members, and guests of the event. If the NPHC is unable to pay insurance premiums in a given year, the organization shall not host any functions involving alcohol.

**ARTICLE XI. RATIFICATIONS AND AMENDMENTS**

These bylaws shall be ratified every year by a majority vote by the voting members of NPHC. The by-laws may be amended by a majority vote of the voting members of the NPHC provided notice of the proposed amendment has been given in writing at the preceding meeting.

**ARTICLE XII: NPHC EVENT PARTICIPATION**

- Section 12.01 The "three strikes rule" is as follows and shall apply to all issues concerning mandatory participation of chapters in events sponsored by the NPHC: The first unexcused absence shall result in a written warning from the NPHC Vice President. The second unexcused absence shall result in a \$25 fine to the chapter. The third unexcused absence shall result in review by the executive board, which is empowered to impose a maximum penalty of suspension of activities for a period of one semester or less.
- Section 12.02 Thirty percent (30%) of each chapter will be required to attend all NPHC events.
- Section 12.03 In the case that an organization is found to be in violation of the participation requirements of Article XIII, the "three strikes rule" shall apply unless the absence is approved and/or excused in the NPHC meeting 48 hours prior to the event. It is the duty of the NPHC Secretary to inform the Vice President when records indicate a violation.